



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF MANAGEMENT AUDITOR

\$5079 - \$6434

**ETHICS AND OPERATIONAL COMPLIANCE OFFICE
SACRAMENTO**

RESPONSIBILITIES:

Under the direction of the Chief Deputy the incumbent is responsible for supervising auditors who design and perform management audits including the biennial internal control reviews required by Section 20000 et. Seq. of the State Administrative Manual (SAM); performance and financial audits; special studies as directed to determine program effectiveness, efficiency, and compliance with applicable laws and regulations; and conduct internal investigations of employee fraud, misuse of state property, and abuse of power. The incumbent is responsible for assisting in developing plans and alternatives for increasing the efficiency and effectiveness of Departmental audits; recommending program improvements; and communicating effectively with all levels of Departmental management and staff. Additionally, the incumbent is responsible for ensuring that audit responses from auditees are timely, accurate, and reasonable and for reporting audit issues to management.

This is a working level supervisory position, and the incumbent will be required to perform the more complex and sensitive duties of the unit as required. Travel may be at most 10% of the time.

DESIRABLE QUALIFICATIONS:

- Ability to effectively supervise and motivate staff
- Ability to oversee the development, implementation and administration of the audits activities
- Ability to analyze complex audit findings, reports, etc.
- Knowledge and experience in State government accounting and Federal government auditing standards
- Knowledge of principles and techniques of personnel management and supervision Effective presentation and communication skills both verbal and written
- Good interpersonal skills; ability to work independently and as a team player
- Willingness to travel
- Personal computer experience including software applications such as Microsoft Word, Excel, and Access.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Management Auditor level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus,***

MS11/01/12

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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reemployment, reinstatement, transfer, or list eligibility) on the state application.

APPLICATION PROCEDURE:

Send a completed standard State of California application to Maria Scriven, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Staff Management Auditor 413-194-4160-002" on the State application.** For additional information, please contact 916-492-3309 or maria.scriven@insurance.ca.gov

FINAL FILING DATE: Monday, November 26, 2012 – Close of Business

NOTE: Interested individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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